

**Capabilities  
Working Integrated Product Team  
(Cap-WIPT) Charter**

**Version 1**

**Approved by: ILE IPT PM**

## Table of Contents

<b>TABLE OF CONTENTS .....</b>	<b>1</b>
<b>CHARTER.....</b>	<b>3</b>
VISION STATEMENT.....	3
MISSION STATEMENT .....	3
GOALS .....	3
CAPABILITIES WORKING INTEGRATED PRODUCT TEAM (CAP-WIPT) MEMBERSHIP .....	3
CAPABILITIES WIPT ROLES AND RESPONSIBILITIES .....	4
<i>Cap-WIPT Lead</i> .....	4
<i>Cap-WIPT Members</i> .....	5
PROCEDURES AND GUIDELINES .....	6
<i>Rules of Engagement for Meetings</i> .....	6
<i>“Single Voice” Policy</i> .....	6
<i>No “Single Point Failure” Policy</i> .....	6
ADMINISTRATIVE REQUIREMENTS .....	6
<i>Meetings</i> .....	6
<i>Cap-WIPT Communication</i> .....	7
<i>Decision Making Criteria</i> .....	8
ORGANIZATIONAL CHART .....	8

# Capabilities WIPT Charter

## Vision Statement

“Increase job performance by providing high quality learning and electronic performance aids available anytime and anywhere”.

## Mission Statement

*Research fleet needs regarding an integrated learning environment. Summarize capabilities identified and propose a capabilities development strategy to the Program Manager.*

## Goals

- Identify fleet needs regarding an integrated learning environment
- Recommend practices and processes that produce superior results.
- Discover and recommend practices and processes that are clearly a new or innovative use of training.
- Follow JCIDS directive for design and documentation of ILE requirements
- Identify and implement practices and processes that have received an external award for the practice or process.
- Implement feedback processes that allows fleet and training commands continual input to capabilities requirements

## Membership

<i>Name</i>	<i>Position</i>	<i>Organization</i>	<i>Contact Information</i>
<b>Cap-WIPT Lead</b>			
	Cap-WIPT Lead	NPDC N6	Phone: Cell Phone: Email:
<b>IPT Members</b>			
	N5	NPDC	Phone: Cell Phone: Fax: Email:

	N9	NPDC	Phone: Cell Phone: Email:
	N6A	NPDC	Phone: Cell Phone: Email:
	N21	NPDC	Phone: Cell Phone: Email:
	N51	NPDC	Phone: Cell Phone: Fax: Email:
	N5	NPDC	Phone: Cell Phone: Email:
	N5	NPDC	Cell Phone: Email:

Table 1- Capabilities WIPT Membership (Level II IPT)

### **Capabilities WIPT Roles and Responsibilities**

#### **Cap-WIPT Lead**

The Capabilities Working Integrated Team (Cap-WIPT) Lead is assigned authority, responsibility and accountability for keeping the PM apprised of any potential strategies for identifying capabilities and functional requirements of the ILE program. When discharging these responsibilities, the Cap-WIPTL shall:

- Serve as the focal point for all functional requirements and system capabilities related to the ILE.
- Establish and chair a Capabilities Team (Cap-WIPT). The Cap-WIPTL will establish the Cap-WIPT with each applicable ILE element assigned a qualified member.
- Call and chair Cap-WIPT meetings, and provide the PM IPT and Cap-WIPT members' periodic status of Cap-WIPT tasking, milestones, actions taken, and actions pending.
- Ensure that, for each assigned project, appropriate documentation is carried out.

- Perform liaison and effect necessary interfaces with all Cap-WIPT and PM IPT members throughout all program phases.
- Ensure that the Cap-WIPT members are advised of all relevant Cap-WIPT meetings (including data calls), reviews, demonstrations, and discussions.
- Participate in acquisition planning, acquisition package preparation, DD-1423 preparation and reviews, proposal evaluations, pre- and post-award contract negotiations and conferences, test planning, and design reviews to ensure that quality requirements are adequately and accurately defined in acquisition documents.
- Participate in ILE program review conferences with contractor representatives.
- Monitor all ILE program activities for risk to capabilities rollout schedule
- Provide the PM IPT with the schedule and duration of all required Capabilities related activities and documentation.
- Keep the PM informed of the specifics on what should be done, when it should be accomplished, who is responsible, and associated cost and schedule with regard to business processes and quality.
- Assist the PM in developing strategies and in program planning, as requested by the PM
- Establish Cap-WIPT plan of action and milestones (POA&M)
- Propose tailored documentation and milestone requirements
- Review and provide early input to documents
- Coordinate Cap-WIPT activities with the PM IPT members
- Resolve or elevate issues in a timely manner
- Assume responsibility to obtain principals' concurrence on issues, as well as with applicable documents or portions of documents

#### Cap-WIPT Members

Cap-WIPT Members shall assist the Cap-WIPT Lead as directed in promptly executing the Cap-WIPT responsibilities and accomplishing ILE program objectives while performing within the Cap-WIPT Charter. In discharging these responsibilities, the Cap-WIPT Members shall:

- Keep the Cap-WIPT Lead informed of the specifics on what is being done, when it will be accomplished, and associated cost and schedule implications.
- Attend meetings as required and come prepared.

- Be committed to the objectives of the IPT.
- Represent the assigned functional area without bias.
- Actively seek, receive, and consider the inputs of others.

## **Procedures and Guidelines**

### Rules of Engagement for Meetings

Before IPT meetings, the Cap-WIPT Lead will provide an agenda and read ahead, when possible. The agenda will provide opportunities for open discussion, issues and problems, and updates/modifications to program documentation.

At the meeting, each member will have an equal voice that will be heard under the consideration of good manners. Each member has the opportunity to suggest agenda items or to request meetings by emailing the Cap-WIPT Lead with such information.

### “Single Voice” Policy

Each IPT member will be afforded a voice concerning issues brought before the Cap-WIPT Lead. Once a decision has been reached in accordance with this charter, the decision will stand as the representative position of the Cap-WIPT.

### No “Single Point Failure” Policy

Cap-WIPT members must make reasonable attempts to participate in the weekly Cap-WIPT meetings. If their absence is unavoidable they should ensure empowered representation is present. Reasonable consideration shall be given to the contribution of an absent Cap-WIPT member prior to proceeding on an issue that impacts their area of authority and accountability.

## **Administrative Requirements**

### Meetings

#### *Agenda*

The Cap-WIPT Lead will assign a Cap-WIPT member to collect and publish agenda items for weekly meetings. Agenda input from the Cap-WIPT membership is due 24 hours prior to the weekly meeting. The agenda shall be strictly adhered to. The Cap-WIPT Lead shall insert a period of time into each agenda for open discussion issues.

#### *Minutes*

The Cap-WIPT Lead will assign a Cap-WIPT member to ensure that all issues discussed during the weekly meetings are recorded in the minutes. The weekly minutes shall be distributed for review with the following week’s agenda.

### *Action Items*

The Cap-WIPT Lead shall ensure that all meeting action items are recorded in a central repository. Each item shall be assigned a unique tracking number and shall include the date of origination, the meeting that produced the action item, the person assigned responsibility, projected closure date, and current status as updates are provided. A sample format is provided in Table 2.

Origination Date	Forum	Tracking #	Action Item	Task officer	Due Date	Status	Remarks

Table 2- Action Item Repository

### *Frequency*

#### **Bi-Monthly Conferences**

The Cap-WIPT Lead shall schedule bi-monthly team meetings. Members may attend via phone, VTC, or in person.

#### **Quarterly “In Person” Meeting**

The Cap-WIPT Lead shall attend the quarterly ILE PM IPT meeting in person.

### *Meeting Summaries*

Meeting summaries will be brief and will preclude revisiting previous agreements and wasting the time and resources of the team members. Meeting summaries will:

- Record attendance
- Document any decisions or agreements reached by the Cap-WIPT
- Document action items and suspense items
- Set the agenda for the next meeting
- Frame issues for higher-level resolution

#### **Cap-WIPT Communication**

Cap-WIPT communications fall into two categories. The first communication type provides daily, spontaneous one-on-one or group inclusive communications. The second communication type is more formal, and consists of regularly scheduled Cap-WIPT meetings. These regularly scheduled meetings allow the Cap-WIPT to discuss and act on Cap-WIPT issues such as general leadership, direction, specific tasking, performance measurement, and conflict resolution.

### Decision Making Criteria

- The Cap-WIPT decision criteria shall be in line with the Cap-WIPT structure.
- Decisions shall be resolved at the lowest possible level with the Cap-WIP
- Designated leads have final authority on all decisions elevated to his/her level.

### Organizational Chart (Jun 04)

